Staying on Track for Special Provision Options (SPO)

WEBINAR SERIES

September 2020
Professional Standards Learning Codes: 2310, 3310

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP).** All regulations are specific to operating the NSLP under the direction of ADE.

The *Staying on Track Webinar Series* is designed to make directors **aware** of program deadlines and current regulations to stay on track with requirements for the National School Lunch Program and School Breakfast Program.

We will review **key tasks** and **best practices** for the month to ensure your program is operating within the regulations and meeting important deadlines.

STAYING ON TRACK WEBINARS

STAYING ON TRACK WEBINARS

In light of the SFSP/SSO waiver extensions, our Staying on Track Webinar Series for the National School Lunch Program will not continue for this year. We will, however, continue to offer a COVID-19 Communications Staying on Track Webinar Series. This monthly webinar will cover all pertinent guidance that is available for all Child Nutrition Programs.
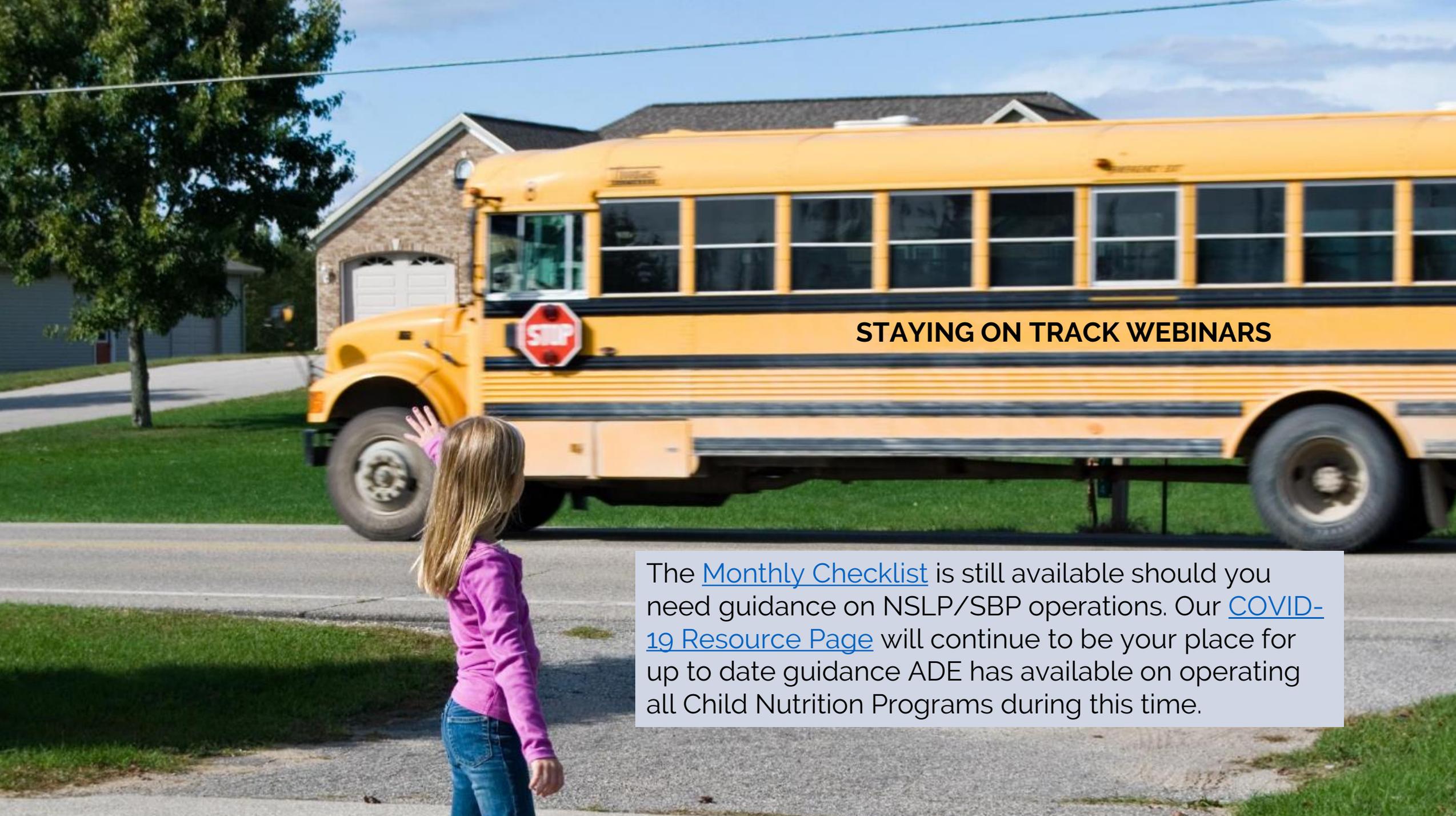
STAYING ON TRACK WEBINARS

The Monthly Checklist is still available should you need guidance on NSLP/SBP operations. Our COVID-19 Resource Page will continue to be your place for up to date guidance ADE has available on operating all Child Nutrition Programs during this time.

STAYING ON TRACK WEBINARS

Stay tuned later this week for the release of ADE's Training Brochure for School Food Authorities where we will announce the trainings you can expect from ADE through the rest of the calendar year.

NOW WHAT?

There are still some pertinent topics we can cover today from the Monthly Checklist.

Submit Claim for Reimbursement

Submit August Claim for Reimbursement

Log into ADEConnect to submit site-based claims for lunch, breakfast, snack and at-risk reimbursement through CNPWeb.
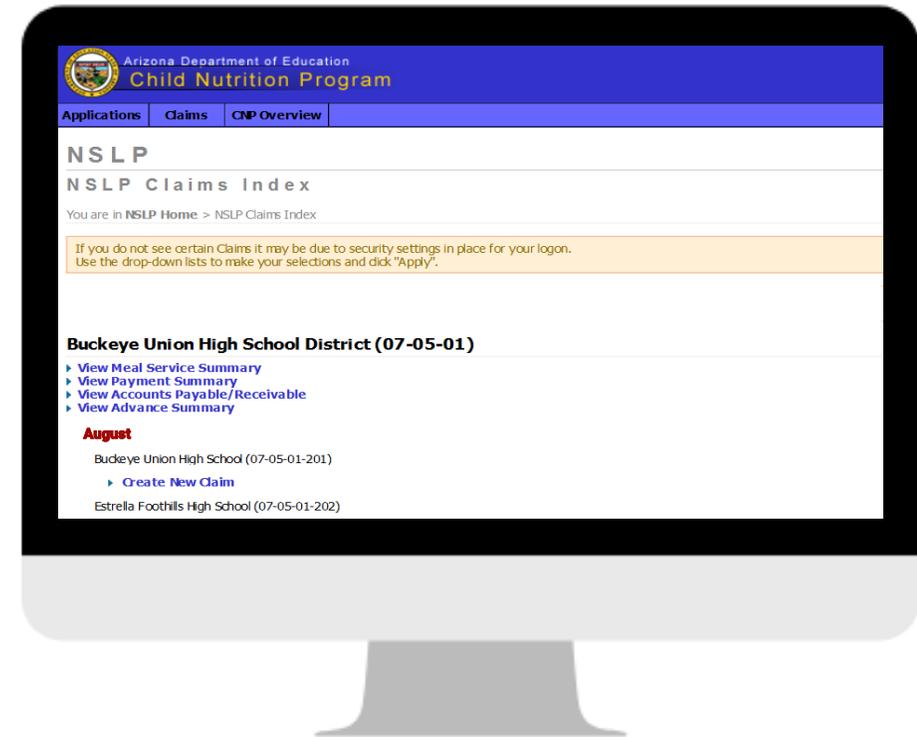
Submit Claim for Reimbursement

Claiming Overview

- Federal reimbursement is provided for each meal/snack that meets program requirements and is served to an eligible student.

- To receive reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students at the point of service.

- The number of meals/snacks claimed for reimbursement must have adequate documentation on file to support the claim.

Submit Claim for Reimbursement

Things to know about claiming...

- Claims are site-based.

- Claims are submitted monthly.

- Claim data is obtained directly from the daily edit checks.

- Claims must be submitted after the entire month of operation has been completed; claims cannot be submitted in advance.

- At the beginning of the school year, the first two claims may be combined if no more than 10 days of operation occurred in the first month.

- SFAs are able to save all claims and continue working on them at a later time.

- Claims, even Submitted, can be revised.

- Claims must be in Submitted status in order to receive reimbursement; claims in Pending status are not valid and will not be paid if left in this status.

Submit Claim for Reimbursement

When can I submit my claim?

- A monthly claim is generated for each approved site in CNPWeb after the month of operation is complete.

  If you do not have an approved site and sponsor application in CNPWeb, you cannot submit your claim until they are approved.

- Claims can be submitted starting the first day of the month and up to 60 days after the last day of the claiming month.

- It is best practice to submit claims by the 10th of the month to guarantee payment during the month of submission. ADE cannot guarantee payment during the month of submission for claims submitted after the 10th.

- Claims can be submitted or revised within the 60-day deadline.

- Claims cannot be submitted after the 60-day deadline.

Submit Claim for Reimbursement

We have training for that!

Recommended training: *Step by Step Instruction: How to Submit a Claim in CNPWeb*

This training will walk the user through how to log into the system and submit a claim in CNPWeb.

Step by Step Instruction:
How to Submit a Claim in CNPWeb

Professional Standards Learning Code 3310
Length: 45 minutes

Revised May 2018
"Step by Step Instruction: How to Submit a Claim using CNPWeb" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

USDA Farm to School Grant

Keep an eye out for the release of the USDA Farm to School Grant to receive funding to support your initiatives

Visit https://www.fns.usda.gov/farmtoschool/farm-school-grant-program and sign up for *The Dirt E-Letter* to stay up to date with the grant and other farm to school news!

USDA awarded 159 Farm to School grants to over 7,610 schools for SY 20-21. Three awardees are from Arizona, including ADE!

Meal Counts

Count meals at the point of service

Tally, click, highlight, scan…

Any method that gets an accurate final count meals served works for ADE!

…but no tray counts, utensil packet counts or attendance counts.

Additionally, when serving multiple meals and/or multiple days' worth of meals, it is imperative that separate meal counting records are kept for each meal service.
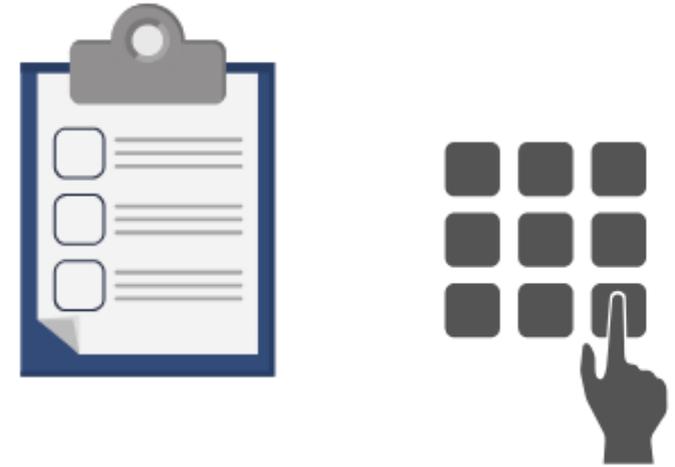
Meal Counts

We have training for that!

Recommended training: *Recorded Webinar: Meal Counting Do's and Don'ts*

This webinar reviews common meal counting errors and recommended best practices, including SFSP and serving multiple days' worth of meals.

Meal Counting Do's & Don'ts
WEBINAR
August 20, 2020
Professional Standards Learning Code: 2310, 3310

Production Records

Complete production records

All menu items must be listed on the production record for each day of meal service.

They are to record what is planned, served, used and leftover.

Need a template? Be sure to visit the ADE website: Program Forms.

Production Records

We have training for that!

View the recorded webinar *Production Record Overview* on the ADE website: Training and Professional Standards → ADE Online Training Library

MANAGER'S WEBINAR TRACK:
Production Record Overview
Learning Code: 2120
Training Length: 30 minutes

Arizona Department of Education
October 18, 2017
1:30pm-2:00pm

USDA Foods in Schools

Reminders:

Ensure USDA Foods shipments are scheduled at least 1 week prior to "Must Ship By Date"

If ordering DoD Fresh Produce:

- Place $150 minimum orders per site in FFAVORS

- Ensure 2 week notice for special orders, including pre-packaged and pre-sliced

- Receipt order within 7 days of delivery before placing next order

September 2020
Events!
Training Opportunities

Farm Fresh Challenge to NSLP

Description:

This webinar is part of a monthly series designed to help operators plan and conduct a successful Farm Fresh Challenge event. This year, the challenge will be offered October-April to ensure all SFAs have an opportunity to join the challenge.

September 3	October Prep Webinar	3:00pm-3:30pm

upLIFT Webinar Series

Description:

ADE's upLIFT Webinar Series is created for YOU, the school nutrition professional, to learn and get inspired in how and what you feed your students. This year, we hope to continue to inspire you with stories from directors across the state who are staying upLIFTed during times of adversity. Each month we will feature an Arizona school nutrition program that is maintaining quality while serving meals in unique meal service operations.

September 15	Stories from the Field: Dysart USD	1:30pm–2:00pm
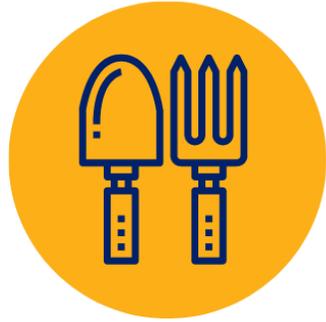
School Garden Webinar Series

Description:

This new webinar series is designed to help educators and wellness coordinators learn to create and sustain school garden programs.

September 16	Aligning Curriculum to the School Garden Program	3:30pm-4:30pm

Webinar: USDA Foods myFOODS New User Training

Description:

This training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

September 17	Live Webinar	1:30pm-3:30pm
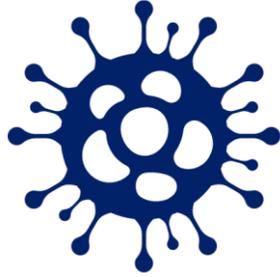
School Nutrition Programs COVID-19 Communications

Description:

ADE will review the Summer Food Service Program waiver extensions and the application process. There will be reserved time at the end of the webinar for questions.

September 3	Summer Food Service Program Waiver Extensions	10:00am-11:00am

Thank you!

On October 8th, we will host the first COVID-19 Communications Staying on Track Webinar at 1:30pm. Registration details forthcoming.

Please type any questions you have into the chat box.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

Congratulations!

You have completed the *Recorded Webinar: Staying on Track for Special Provision Options September 2020*.

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** Recorded Webinar: Staying on Track for Special Provision Options September 2020
- **Learning Codes:** 2310, 3310
- **Key Area:** 3000-Administration
- **Length:** 0.5 hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.

Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey

The information below is for your reference when completing the survey:

- **Training Title:** Recorded Webinar: Staying on Track for Special Provision Options September 2020
- **Professional Standards Learning Codes:** 2310, 3310